

# CANBY FIRE DISTRICT

## BOARD OF DIRECTORS MEETING

Wednesday, November 20, 2024

*Held early due to holidays*

Regular Session 6:00PM (1800 hours)

Held at ZOOM and Canby Fire Station #361

### ATTENDANCE

<input checked="" type="checkbox"/>	President Ron Swor	<input checked="" type="checkbox"/>	FC Jim Davis
<input checked="" type="checkbox"/>	Vice President Shawn Carroll	<input checked="" type="checkbox"/>	DC Matt Dale
<input checked="" type="checkbox"/>	Secretary/Treasurer Connie Austen	<input checked="" type="checkbox"/>	DC Matt English
<input type="checkbox"/>	Director Buner Ellis III	<input checked="" type="checkbox"/>	DC Wayne Austen
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	AAIII Susan Arterberry

### **Also, in Attendance**

***In Person:*** Firefighter/Paramedic Natalie Stetzel, Firefighter/Paramedic Josh Baretich, Firefighter/Paramedic Lt. Craig Anstine, Firefighter/EMT Travis Laloli

***Via ZOOM:*** None

***Via ZOOM (without full names listed):*** None

### CALL TO ORDER

The Board of Directors Meeting was called to order by President Ron Swor at 6:00 PM (1800 hours).

### CITIZEN INPUT: AGENDA ITEMS

None

### PRESENTATIONS

#### ➤ **Year End Goals**

Year-end goals, as well as Chief Davis's 10 years of achievements were reviewed by DC Dale, DC English and CFO Fawcett. The slides from the presentation are attached.

A brief recess was called at 7:00 PM (1900 hours) for pictures and cake to celebrate Chief Davis's 10 years with Canby Fire District. The meeting was called back into order at 7:06 PM (1906 hours) by President Ron Swor.

### CONSENT AGENDA

**Minutes - AAIII Arterberry**

- **September 25, 2024, Board Meeting** (*No October Meeting*)

**Bills - CFO Fawcett**

A motion to approve the consent agenda from the September 25, 2024, Board Meeting was made by Director Steve Thoroughman. The motion was seconded by Vice-President Shawn Carroll and unanimously approved.

## **FINANCIAL REPORT (CFO Fawcett)**

**Financials for September:** CFO Fawcett reported on the following:

- State Pool Interest static at 5.30%
- LGIP General Account shows a total of \$4,126,018.99
- Current Deposits & Earnings shows a total of \$551,864.69
- Current Expenses show a total of (\$664,522.95)
- Total available to the District is \$4,463,129.30
- Current Year Taxes show \$60,909.39 received in September for FY25
- Prior Year Taxes show \$4,815.80 received in September for FY25
- Radio Fund shows a total balance of \$6,646.06
- Ambulance Service has received \$96,765.00 in September, 29.47% of budget for FY25
- Fire Inspection has received \$5,307.00 in September, 155% of budget for FY25

**Payroll for September:** CFO Fawcett reported the payroll costs for the month of September as follows:

- September 15, 2024 = \$204,463.26
- September 30, 2024 = \$230,362.82
  - Monthly Life Insurance via A/P = \$1,167.42
  - Monthly Medical Insurance via A/P = \$71,064.00
- Total Payroll and Benefits Costs for September 2024: \$507,057.50

**Financials for October:** CFO Fawcett reported on the following:

- State Pool Interest dropped to 5.11%
- LGIP General Account shows a total of \$3,717,397.25
- Current Deposits & Earnings shows a total of \$611,967.20
- Current Expenses show a total of (\$643,746.02)
- Total available to the District is \$4,022,728.74
- Current Year Taxes show \$698.01 received in October for FY25
- Prior Year Taxes show \$7,909.09 received in October for FY25
- Radio Fund shows a total balance of \$6,646.12
- Ambulance Service has received \$119,893.00 in October, 40.83% of budget for FY25
- Fire Inspection has received \$8,256.58 in October, 237% of budget for FY25

**Payroll for October:** CFO Fawcett reported the payroll costs for the month of October as follows:

- October 15, 2024 = \$218,183.44
- October 31, 2024 = \$208,606.11
  - Monthly Life Insurance via A/P = \$1,167.42
  - Monthly Medical Insurance via A/P = \$71,064.00
- Total Payroll and Benefits Costs for October 2024: \$499,020.97

**Audit Process Update:** CFO Fawcett reported the new auditor came to the station and performed his audit last week. It was the finest auditing experience she has been through, very thorough. Russell Ries, CPA from Jarrard, Sievert, Pollard & Company will have a full report to Canby Fire District in two and a half weeks and will present his findings at the December 18, 2024 Canby Fire District board meeting.

## **CORRESPONDENCE (FC Davis)**

- Chief Davis-none

## **CITY COUNCIL (Councilor Davis)**

- The City Council- no report

## **CHIEF'S REPORT**

- **Firefighter Hiring (DC Dale)** From our current civil service eligibility list, we have hired three (3) new Firefighters. Canby Volunteer FF/EMT Chris Helbling, FF/Paramedic Nathan Smith and FF/Paramedic Alan Schwabauer. The three (3) will be starting on December 2, 2024. The three (3) new hires fulfill our levy commitment.
- **Conflagration Billing Summary (FC Davis)** We have received reimbursement of \$27,852.06 on the Darlene 3, \$27,543.92 on the Falls, and \$9,323.51 on the Elk Lane fires. Four other conflagration submissions are still pending.
- **Upcoming Activities (FC Davis)**  
Check the board in the training room for signups. Upcoming events include Light Up the Night on 12/06/24 at 6:00 PM, Jingle Jam at the Canby Foursquare Church on 12/11/24 at 5:00 PM, Breakfast with Santa on 12/07/24 from 9:00 AM to 11:00 AM at the Clackamas County Fairgrounds and the Canby Fire District Christmas Dinner on 12/08/24 at 5:00 PM.

## **OLD BUSINESS**

- **Change of Command / Open House (FC Davis)**  
An open house will be held on December 14, 2024, from 12:00 PM to 3:00 PM. The Change of Command Ceremony will take place at 1:00 PM and light refreshments will be served.

## **NEW BUSINESS**

- **Conversations with AFD and MFD (FC Davis)**  
We received a request from Chief Williams of Aurora Fire District and Division Chief Corless from Molalla Fire District to meet and discuss opportunities to continue to work together. Chief Davis, DC English and DC Dale attended. An organizational chart was presented, and it was determined that additional collaboration would not benefit our taxpayers or the Canby community, potentially leading Canby Fire District to subsidize their community fire/EMS services. The meeting was positive and all agreed, existing mutual aid benefits all our communities. Per board policy, we will listen to any type of proposal from our neighboring communities/fire districts.

**Executive Session: ORS 192.660(2)(a)**

*ORS 192.660(2)(a) Employment of Officer, Employee, Staff Member, or Agent.*

ORS title read by President Ron Swor and asked the board for motion to move into Executive Session.

Vice-President Shawn Carroll made a motion to move into executive session per ORS 192.660(2)(a) and read the Executive Session associated script to discuss employment of an officer, employee, staff member, agent. The motion was seconded by Secretary/Treasurer Connie Austen and unanimously approved. Regular Session Adjourned into Executive Session at approximately 7:22 PM. (1922 hours)

***Executive Session Takes Place. The Recording is paused or stopped at this time.***

A motion was made by Director Steve Thoroughman to exit Executive Session and reconvene Regular Session. The motion was seconded by Vice-President Shawn Carroll and unanimously approved. Regular session reconvened at approximately 7:29 PM (1929 hours).

A motion was made by Director Steve Thoroughman that the administration processes the three-month contribution to Chief Davis's VEBA medical account as is due him per his payroll benefit package. The motion was seconded by Vice-President Shawn Carroll and unanimously approved.

**CITIZEN INPUT: NON-AGENDA ITEMS**

None

**GOOD OF THE ORDER**

Happy Thanksgiving from Canby Fire District.

**ADJOURNMENT**

A motion to adjourn from the regular Board of Director's meeting was made by Vice-President Shawn Carroll. The motion was seconded by Director Steve Thoroughman and unanimously approved.

*The Regular Board of Directors meeting adjourned at 7:30 PM (1930 hours).*

**NEXT MEETINGS:**

**REGULAR BOARD OF DIRECTORS MEETING**

**Date:** Wednesday, December 18, 2024

**Time:** 1800 hours (6pm)

**Location:** Station 361 and ZOOM

<https://us02web.zoom.us/j/86923965328>

**Meeting ID:** 869 2396 5328

APPROVED

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Director Connie Austen  
Board Secretary/Treasurer